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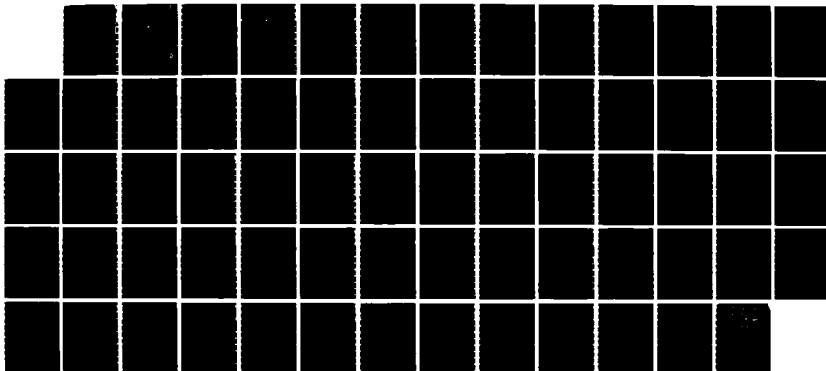
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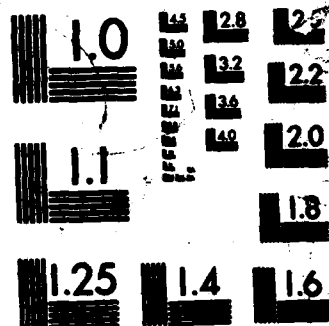
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# AIR COMMAND AND STAFF COLLEGE

## STUDENT REPORT

REVISION AND UPDATE OF AFP 30-6  
GUIDE FOR AN AIR FORCE DINING-IN

MAJOR JAMES L. RICHARDS

86-2110

*"insights into tomorrow"*

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Submitted to the faculty in partial fulfillment of  
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## **FORWARD**

The following information was extracted from "A Brief History of the United States Air Force Dining-In," by Lieutenant Colonel Vance O. Mitchell, Office of Air Force History, 27 August 1985.

Formal military dinners are a tradition in all branches of the United States armed services.

As with most ancient traditions, the origin of the dining-in is not clear. Formal dinners are rooted in antiquity. From pre-Christ Roman legions, to second century Viking warlords, to King Arthur's knights in the sixth century, feasts to honor military victories and individual and unit achievements have been a custom.

Some trace the origins of the dining-in to the old English monasteries. The custom was then taken up by the early universities and eventually adopted by the military with the advent of the officers' mess. With the adoption of the dining-in by the military, these dinners became formalized. British soldiers brought the custom to colonial America, where it was borrowed by George Washington's continental army.

During the beginning of this century when officers' clubs began to flourish, the Army established rules by which officers dined together in a formal setting. Officers wore their dress uniforms and were expected to strictly observe proper etiquette. However, the custom declined in popularity after World War I. Two exceptions to the decline include dinners held by units observing special occasions and the requirement for Army Air Corps bachelors to dine formally once a week up until World War II.

Air Force tradition holds that the dining-in custom had its origins in the 1930s with the late General H. H. "Hap" Arnold's "wing-dings." The close bonds enjoyed by the Air Corps officers and their British colleagues of the Royal Air Force during World War II surely added to the American involvement in the dining-in custom. In fact, in 1957, the first dining-in of the 354th Tactical Fighter Wing, Myrtle Beach Air Force Base, South Carolina was held in a British manner.

It took the Air Force over a decade after its creation to adopt the dining-in and make it a service tradition. The purpose of the early functions was to foster unit

cohesion, esprit de corps, and tradition. Influential senior officers such as General O. P. Weyland, Commander of the Tactical Air Command, believed the time had come to create something unique to the Air Force. Additionally, World War II and the Cold War ushered in the largest, peacetime, standing force in history. Air Force institutional values and its sense of community suffered and the dining-in helped to mitigate the new, less cohesive environment.

However, it was not until the late 1950s that the dining-in really came into its own. By 1962, General Curtis E. LeMay, Air Force Chief of Staff, ordered that specifications for an Air Force mess dress uniform be developed and a contract for mass production be let. 1963 saw the first pamphlet on dinings-in published and the new mess dress uniform became mandatory for all officers.

The dining-in has served the Air Force well as an occasion for officers to meet socially at a formal military function. It enhances the esprit of units, lightens the load of demanding day-to-day work, gives the commander an opportunity to meet socially with his or her officers, and enables officers of all ranks to create bonds of friendship and better working relations through an atmosphere of good fellowship.

It is now recognized that the dining-in is an occasion where ceremony, tradition, and camaraderie play an important part in the life of an Air Force unit.

The dining-in has a rich tradition; and that tradition lives today.



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## PREFACE

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The Guide for an Air Force Dining-in is designed to serve as a tool for planning and conducting a dining-in and is primarily intended for use by commanders and project officers. It provides background information, duties and responsibilities of the primary staff, planning considerations, and rules and procedures of conduct. Attachments 1 through 15 provide additional information and examples.

This pamphlet will help planners be as thorough as possible while avoiding the ever-present pitfalls. Some traditional customs and procedures may not be practical or desired, depending upon local circumstances. The traditional approach may be modified and originality is encouraged. However, decorum, ceremony and military etiquette take precedence when modifications are made.

The Air Force plays a major role in the preservation of military traditions, heritage, and ceremony. The opportunity to conduct a dining-in allows members of an organization to dine together in a formal, military setting. These functions should intend to promote a fraternal atmosphere enriched with camaraderie, pride in service, and the value of the profession of arms. Each occasion should reaffirm the importance of leadership and professionalism.

Best wishes for a successful dining-in.

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## ABOUT THE AUTHOR

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The author of this project most recently served as Chief of Special Programs and Requirements at the Air Force Manpower and Personnel Center. While serving in this capacity, he was responsible for all protocol support to the center and its visitors. For two consecutive years, the author was the project officer for the annual Worldwide Manpower and Personnel Conference held at Randolph. On both occasions there were over one hundred conferees and included in the activities was the execution of a dining-in. Additionally, the author served as aide-de-camp to the Commander, 21AF (MAC) for two years. During this period, he was involved in the planning and execution of numerous military functions. A navigator by trade, this officer has seen duty in C-5s and C-141s. He has a Bachelors Degree in Aviation Management and a Master of Business Administration, both from Auburn University. The author is a graduate of Squadron Officer School and is currently attending Air Command and Staff College.

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## **Chapter 1**

### **INTRODUCTION**

#### **What is a Dining-In?**

The dining-in is a formal military function representing an important Air Force tradition with significant social overtones. The protocol and ceremony remind attending officers the Air Force is a single community of individuals who subscribe to a similar set of values and are bound together by a code of service to our nation.<sup>1</sup> This formal dinner plays an important role in the lives of officers of a wing, unit, or any other organization.<sup>2</sup> Although traditionally a unit function, attendance by other units and invited guests may be appropriate. The purpose of your function will normally dictate the attendance of those outside your organization.

#### **Why Have a Dining-In?**

A dining-in should have some distinct purpose or theme around which the ceremony of the evening is built.<sup>3</sup> This will have an impact on the underlying benefits of enhancing morale and esprit de corps. It is important for officers to enjoy the evening while participating in a tasteful, dignified atmosphere.<sup>4</sup>

It is appropriate for individual and unit awards to be recognized as part of a dining-in. Ceremonies for these occasions should take place during the formal portion of the dining-in.<sup>5</sup>

The dining-in is an opportunity to meet in a formal, yet convivial, atmosphere. Officers who would ordinarily have little chance of doing so are able to socialize. It is also an opportunity for the commander and his or her subordinates to communicate directly with each other outside the chain of command.<sup>6</sup>

## **Who Should Attend?**

Traditionally, all unit personnel are invited and expected to attend a dining-in. The decision of whether or not attendance is mandatory rests with the commander.

Officers assigned to the unit holding the dining-in are considered the "members of the mess." Officers of other units who are invited to attend by the commander are guests of the mess.

There are two types of guests of the mess: official and personal. Official guests are honored guests and should be limited in number. Personal guests may number more than official guests and may be either civilian or military. Senior officers from other organizations as well as local community and civic leaders should be considered for inclusion on the guest list.

## **What Should Members Wear?**

All officers wear the mess dress. It is a chance to don a handsome uniform and stand tall for the service!<sup>7</sup> Civilian guests usually wear appropriate black tie/dinner dress. Retired officers may wear the mess dress or civilian attire.

## **Is a Dining-Out Different?**

A dining-out is similar to the dining-in. Its distinguishing characteristic is that spouses and guests are included as part of the mess.

Basically, a dining-out should be planned, organized, and conducted in the same manner as a dining-in. Where appropriate, reference is made to dinings-out in the guide. However, let common sense dictate any necessary adjustments in the planning and execution of your function.

---

## FOOTNOTES

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### CHAPTER ONE

1. LtCol Vance O. Mitchell, "A Brief History of the United States Air Force Dining-In," (Research study, Office of Air Force History, Bolling AFB, DC, August 1985), p. 7.
2. US Department of the Air Force: Headquarters United States Air Force Academy. Guide to Protocol: Awards, Ceremonies, and Honors. United States Air Force Academy Pamphlet (USAFAP) 900-4, 10 February 1984, p. 4.
3. Guide to Military Dining-In. West Point, New York: United States Military Academy Protocol Office, January 1976.
4. Maj James L. Antenen, Guide for the Air Force ROTC Dining-In (No Date), p. 2.
5. US Department of the Air Force: Headquarters United States Air Force Academy. Guide to Protocol: Awards, Ceremonies, and Honors. United States Air Force Academy Pamphlet (USAFAP) 900-4, 10 February 1984, p. 5.
6. LtCol Vance O. Mitchell, "A Brief History of the United States Air Force Dining-In," (Research study, Office of Air Force History, Bolling AFB, DC, August 1985), p. 7.
7. LtCol Vance O. Mitchell, "A Brief History of the United States Air Force Dining-In," (Research study, Office of Air Force History, Bolling AFB, DC, August 1985), p. 7.

## **Chapter 2**

### **STAFF DUTIES AND RESPONSIBILITIES**

This chapter outlines the duties and responsibilities of the primary staff of a dining-in. Detailed guidance on their specific duties during the dining-in is contained in Chapter 4.

#### **The Primary Staff**

Generally, the primary staff of a dining-in includes the president and vice president of the mess, the project officer, and the host officers.

#### **President**

The president of the mess is usually the commander of the unit hosting the dining-in.

#### **DUTIES**

- a. Overall responsibility for planning and execution of the dining-in.
- b. Selects tentative date, location, and primary and alternate guest speakers.
- c. Approves confirmed date, location, and speaker.
- d. Arranges for chaplain to deliver invocation.
- e. Appoints project officer, Mister/Madam Vice, and host officers.
- f. Approves guest list.
- g. Approves agenda.
- h. Greets all guests before dinner.
- i. Opens and closes the mess.
- j. Introduces guests to the mess.
- k. Determines attendance requirements.



## **Project Officer**

The project officer is responsible for the detailed, comprehensive planning of a dining-in. In addition to his or her normal duties, the project officer performs many duties of the president. The project officer is directly responsible to and should work closely with the commander. Final decisions on major aspects of the dining-in should be made only after consulting the commander.

### **DUTIES**

- a. Informally checks availability of proposed guest speaker.
- b. Prepares letter of invitation to guest speaker.
- c. Prepares proposed guest list.
- d. Orders invitations and place cards.
- e. Prepares and sends formal invitations to all guests.
- f. Reserves quarters for guest speaker and other official guests.
- g. Arranges for ceremonies (honor guard, etc.).
- h. Determines music requirements.
- i. Arranges for photographer.
- j. Orders decorations (flowers, flags, etc.).
- k. Selects menu and wine.
- l. Enters contract with caterer (usually Officers' Club).
- m. Prepares and directs advertising.
- n. Publishes agenda.
- o. Obtains biography of guest speaker and other distinguished guests.
- p. Has program printed.
- q. Determines guaranteed attendance and notifies caterer.
- r. Selects and acquires memento for guest speaker.
- s. Determines table and seating arrangements.
- t. Prepares seating chart.
- u. Ensures lectern and public address system is available and working.
- v. Gathers accouterments of the mess (gavel, chimes, etc.).
- w. Reserves parking for distinguished visitors.
- x. Positions place cards, programs, flags, trophies.
- y. Ensures all presentations are on hand.
- z. Removes accouterments of the mess.
- aa. Prepares after-action report.

## **Host Officer**

A host officer should be appointed for each official guest attending the dining-in. The host officer is the representative of the unit hosting the dining-in and is responsible for every detail involved with a guest's attendance at the function.

### **DUTIES**

- a. Contacts the guest in advance to confirm proper attire, location, meeting point, and composition of the mess.
- b. If guests are from out of town, arranges for accommodations and transportation prior to their arrival.
- c. Meets out-of-town guests during their initial arrival and escorts them to their quarters.
- d. Briefs the guest on customs, courtesies and procedures of the dining-in.
- e. At a predetermined time, meets and escorts the guest to the lounge.
- f. Ensures that the guest is properly introduced to the president of the mess, the guest speaker, other guests, and as many members of the mess as possible.
- g. Ensures that the guest is always in the company of members of the mess, yet takes care no individual or group monopolizes the guest's presence.
- h. Briefs guest on seating and physical arrangements of the mess.
- i. At the proper time, escorts the guest into the mess.
- j. At the end of the evening, escorts the guest to his or her quarters or point of departure and bids farewell on behalf of the members of the unit.
- k. If out-of-town guests remain overnight, escorts them to a proper point of departure.

## **Mister or Madam Vice**

Mister or Madam Vice is the mess president's principal assistant. The vice president is traditionally the most junior officer of the mess, however, the president may select another individual to serve in this demanding job.

Mister or Madam Vice must have a vivid imagination and a keen sense of humor. He or she must possess bright wit and an unhesitatingly impromptu speaking ability. The success of the evening weighs heavily on Mister or Madam Vice's ability to be a toastmaster or toastmistress. He or she is also charged with keeping the evening's formal program on schedule and stimulating table conversation.

#### **DUTIES**

- a. Opens the lounge at an appointed time.
- b. Sounds dinner chimes at the appropriate time.
- c. Prepares toasts as directed by the president.
- d. Is the last person to leave the mess.

## **Chapter 3**

### **PLANNING CONSIDERATIONS**

#### **When to Begin?**

Begin planning early. Ninety days in advance is adequate. The project officer should establish and chair a planning committee as early as possible.

Committee size generally depends on the size of the dining-in. Potential committee members include:

- a. Recorder
- b. Budget Officer
- c. Invitation and Reservations Officer
- d. Food and Beverages Officer
- e. Decorations Officer
- f. Publicity Officer
- g. Protocol Officer (if available)<sup>1</sup>

The best approach to appointing committee members is to draft a letter for the president's (commander's) signature. Be careful to select committee members who are motivated and action oriented. Where possible, select members who have expertise in the area of their Air Force responsibility. An accounting and finance officer can handle budget matters, a public affairs officer could handle publicity and photography, and so forth.

#### **Date and Location Selection**

Selecting a date and location for the dining-in should be the committee's first task. Three major variables to consider are conflicting functions, location availability, and speaker availability. Depending on priorities, you may be required to juggle the three to obtain a satisfactory outcome. Some suggestions to assist you follow.

### Setting the Date

Set a tentative date. If you already have a guest speaker in mind, informally check his or her availability. Make sure the date does not conflict with other military commitments such as deployments, inspections, or other major on or off-base social functions.

### Choosing a Location

Choose a tentative location. This may be an officers' club or other suitable facility. Officers' clubs are normally well equipped to cater a dining-in. However, if you must consider off-base sites, make sure the prospective caterer is willing and able to meet your specifications.

Once you have selected a date, location, and speaker, have your commander review and approve your recommendation.

On approval, negotiate a contract with the caterer. Be sure you understand all the provisions of the contract and ask someone else in authority to review it. You should be concerned with cancellation clauses, attendance requirements, cost factors, taxes, gratuities, etc. Leave no stone unturned. Your signature on the contract makes you legally responsible.

### Guest Speaker

Traditionally, the speaker is a high-ranking military officer or government official. However, this should not limit your list of potential speakers.

### Extending the Invitation

Once you have a firm date and location, formally invite the guest speaker. The project officer normally prepares a letter of invitation for the president's signature. The letter should include the date, place, a description of the audience, and other pertinent facts concerning the dining-in. It is appropriate to suggest suitable speech topics and desired length of the presentation. Normal length is 15 to 20 minutes.

The invitation should be mailed as soon as possible after setting the date and location.

Even though you have informally checked your guest's availability, have an alternate speaker in mind in case your speaker of choice must cancel.

### **Invitations to Senior Officials**

Invitations to senior officials, such as the Secretary of Defense and principal deputies, service secretaries, and service chiefs, including the Chairman of the Joint Chiefs of Staff, must be sent through command channels. Specific guidance is found in AFR 190-1.

Guidance on inviting members of Congress is contained in AFR 11-7.

Invitations to other distinguished visitors are a procedural matter for major commands.

### **Invitations to Guests**

Formal invitations must be sent to all guests, official and personal. They are extended in the name of the president and should always be worded in the third person. Make sure all invitations include the nature of the occasion, day, date, hour, place and mode of dress.<sup>2</sup>

Invitations may be engraved, semi-engraved, or handwritten--never printed or typed. Unless readily available, they should be ordered well in advance and mailed at least two to three weeks before the dining-in.

Usually, invitations are not sent to members of the mess.

### **Place Cards**

Place cards are required only at the head table. It is acceptable to use folded white 3 X 5 inch cards or, if the president of the mess is a general officer, use of star place cards is appropriate. Unlike invitations, place cards should always be handwritten in black ink. For two-word military titles, use only the conversational titles: for example, Lieutenant Colonel Brown (military title) would be written "Colonel Brown" (conversational title). A general officer's card would be written "General ..." regardless of full rank.

For other than the head table, organization identification cards or cards with table numbers may be used. Only one card is required for each table.

All cards should be uniform in size, color, and lettering. Place cards at each setting on all tables is becoming more common and adds a touch of formality to the table setting.

## **Music**

Music should always be in good taste and contribute to the decorum of the evening. Class and quality should always be at the forefront of your requirements. The idea is to convey an aura of military tradition.

A military band or ensemble is the best choice and you should make every effort to obtain one. The Air Force has two named bands and 16 numbered bands. The numbered bands perform within a geographical, regional basis. Elements of these bands, such as a choral group or string ensemble, can fit nicely into the theme of a dining-in.

Bagpipers have been used in the past, however, pipers are not an Air Force-wide resource and extreme caution must be exercised if you choose this type of music. A poor performance can ruin the entire evening.

Schedule a band or one of its elements through the installation public affairs office. Establish contact with the band as early as possible. If your dining-in is an annual affair, one year in advance is not too early to submit your request. AFR 190-1 has complete details on Air Force bands and their components.

A dining-out normally will require more contemporary music than a dining-in. Remember, you are going to have to satisfy the musical tastes of a broad spectrum of age groups and you want the band to accommodate everyone's style.

If a military musical group is not available, be selective. Choose a non-military group only after you have personally screened their performance. If a suitable band cannot be found, consider a taped program or no music at all. No music is better than inappropriate music.

## **Menu**

The traditional dining-in menu consisted of four or five courses, with roast prime rib of beef and Yorkshire pudding. Very successful dinings-in have been conducted with a number of courses.<sup>3</sup> However, the size of your dining-in may preclude such an affair.

In recent years, the standard dinner at an Air Force dining-in has been salad, entree, and dessert. While appetizers and soups may be easily added, a larger menu means higher costs and portions of large meals often go uneaten. Moreover, large portions of soups, appetizers, and salads may satisfy the appetite instead of sharpening it.

Wine is an integral part of the dining-in. It not only adds to the meal, but is used for toasting. Wine should be served in decanters that can be served by waiters or waitresses or simply placed on the table where they are passed from left to right (counterclockwise).

Water should be available for those who do not wish to drink wine and for toasts to deceased persons, MIAs, or POWs.

## **Seating**

The typical table arrangement for a dining-in is the banquet style of T, U, or E formation. Larger dinings-in use individual (round or rectangular) tables seating ten or twelve people for members of the mess. Consult the caterer regarding his or her requirements for space between tables, as well as space requirements for official entertainment. Officers' clubs should have seating diagrams for dinings-in which have worked well for them in the past. The caterer should be able to give you a maximum number of people for each type of seating arrangement considered.

Seating at the head table is strictly according to protocol, with the senior honored guest to the right of the president, the next senior person to the left of the president, and so forth. Usually, the senior ranking guest is the guest speaker, however, if this is not the case, it is customary to informally ask the senior ranking guest if he or she will cede that position to the guest speaker.



As protocol dictates that guests are seated according to rank and official position, it is advisable to work out the guest list well in advance.<sup>4</sup> Seating arrangements may be found in AFP 900-1 or any current protocol reference.

Mister or Madam Vice should be seated alone at the other end of the room, opposite the head table. He or she should never be seated at the side of the room or anywhere near the head table.

## **Decorations**

Decorations fall into two categories: those for the tables and those for the dining room and lounge.

Table decorations can be limited to floral centerpieces and silver candelabra. Formal organizational decorations would be entirely appropriate as a symbol of unit pride, heritage, or tradition.

Dining room and lounge decorations may include seals, emblems, flags, and colors tastefully displayed. When in doubt, keep the theme of the decorations patriotic. Any decorations which hint of a "party atmosphere" are inappropriate.

## **Flags**

The American flag should always be displayed. It should be placed to the left, behind the head table as viewed by members of the mess. All other flags should be placed to the right of the American flag. Flags may be used for wall or table decorations. Consult AFR 900-3 for their proper display.

If dignitaries or military officers representing allied nations are to attend, their country's flag should also be displayed. The protocol office at a numbered Air Force or major command should be able to lend assistance in locating proper flags if there is sufficient lead time to do so.

If general officers attend, flags with the appropriate number of stars should be displayed. One flag for each general officer rank in attendance is appropriate. If general officer flags are not available locally, call the general's executive officer or aide to see if the visiting general will bring his or her flag.

As viewed from left to right, the priority of flags displayed is: the American flag, flags of allied nations in alphabetical order, state flags by order of admission to the union, service flags, organizational flags, and general officer flags.

## **Program**

A finishing touch to the dining-in is the printed program. Cost, method of production, and contents of the booklet are best determined by local practices and preferences.

The following list suggests appropriate items which may be included in the program:

- a. Welcome letter from the commander.
- b. A history of the dining-in.
- c. Protocol of the mess.
- d. Background or explanation of locally originated ceremonies held as part of the dining-in.
- e. Agenda.
- f. Schedule of toasts and proper responses.
- g. Biography and photo of the guest speaker.
- h. Biography and photo of the president of the mess.
- i. History of the sponsoring organization.
- j. Menu.
- k. "Rules of the Mess."
- l. Words to the Air Force Song.
- m. Brief description of awards and recipients.

Programs may be printed using in-house facilities or a commercial printer. Considerations which will dress up your program include quality of paper stock, graphic art, type size, and type style variations. Whatever is selected, keep the program professional looking.

## **Budget**

The dining-in finance officer should develop an operating budget. Knowing the necessary expenditures ahead of time is necessary to determine the approximate cost to each member.

One caution ... exotic menus, elaborate decorations, engraved invitations, and commercially printed programs can be expensive. Added to these expenditures are prorated meals for official guests. Plan your budget accordingly. Imagination and resourcefulness can result in a first class event at a reasonable cost to the members.

Establish a procedure for the collection and disposition of funds. Sometimes establishing a separate bank account is necessary when large amounts of money are involved. Key workers within elements of the unit and the use of club card numbers may ease the burden of handling large amounts of cash.

### **Other Considerations**

**Bars and Bartenders:** Do you have enough of each? Work with your caterer to determine the proper ratio of guests to each bartender so you don't end up with long lines and poor service. This is a common pitfall and can easily be avoided.

**Chaplain:** If a chaplain is invited to the dining-in, it is entirely appropriate for him or her to give the invocation and his or her participation should be pre-arranged. The chaplain is usually seated at the head table, but is not required to do so. It is also permissible for a member of the mess to give the invocation.

**Photography:** Have you scheduled a photographer? He should be briefed beforehand and given an agenda for the evening. List the specific photographs desired, and make clear arrangements for color or black and white prints. The photographer should not detract from the ceremonies. If necessary stage photos before or after the event.

**Memento for the Guest Speaker:** It is appropriate to give a memento to the guest speaker. It should be of nominal value and the cost should be shared by members of the mess. A unique, yet appropriate, memento requires some imagination and advance planning.

**Posting the Colors:** Practice posting the colors. Unforeseen obstacles such as low doorways and chandeliers can be dealt with ahead of time to avoid embarrassment later.

## **Site Inspection**

The site for the dining-in should be checked thoroughly as early as possible on the day of the event. Every committee member should be involved in the site inspection. Last minute details often require your undivided attention!

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## FOOTNOTES

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### CHAPTER THREE

1. Maj James L. Antenen, Guide for the Air Force ROTC Dining-In (No Date), p. 3.
2. US Department of the Air Force: Headquarters United States Air Force Academy. Guide to Protocol: Awards, Ceremonies, and Honors. United States Air Force Academy Pamphlet (USAFAP) 900-4, 10 February 1984, p. 3.
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## **Chapter 4**

### **RULES, CEREMONY, AND PROTOCOL**

Although a dining-in is never rehearsed, certain ceremonies can and should be practiced prior to the actual event. Unfortunately, most people cannot remember exactly what happened during the last dining-in they attended. Therefore, this chapter provides a sequence of events with the associated rites and rituals to the extent historical research supports.

#### **Sequence of Events**

The following sequence of events begins with the arrival and cocktail hour and ends with the adjournment of the dining-in. It is intended to provide guidelines for developing your own agenda. The formal portion of the evening should be well planned, kept religiously on schedule, and not be excessively long. A formal program should last 2 to 2 1/2 hours.

#### **Cocktails**

Each member of the mess should arrive in the lounge within ten minutes of opening time. Members should never arrive after the senior honored guest. The cocktail period usually lasts between 30 and 60 minutes, depending on the size of the group. This time is intended to allow members to assemble before dinner and meet the guests. It is not an "attitude adjustment" period.

Host officers should never leave guests unattended, and members should rotate between guests to ensure the conversation remains stimulating. The host officers should make sure their guests meet the president and the guest of honor and as many other members of the mess as possible.

The cocktail period does not lend itself to heavy hors d'oeuvres, however,

light snacks such as nuts, chips, and pretzels may be strategically placed throughout the lounge.

Background music is appropriate. It should be soft martial, classical, or easy-listening, either recorded or live.

### Assembling for Dinner

At the end of the cocktail period, Mister or Madam Vice sounds the dinner chimes and directs the mess to proceed to the dining room. Except for those assigned to the head table, all others should proceed in an orderly fashion to their assigned seats and stand quietly behind their chairs.

By tradition, drinks and lighted smoking materials are never taken into the dining room. Make certain there are convenience tables available for the members of the mess prior to their entrance into the dining room.

When the mess has assembled, those assigned to the head table enter according to a predetermined order for which they have been briefed. As the head table mounts the dais, it is appropriate to play ruffles and fourishes to the senior member. All members of the mess should be at attention when this occurs.

Depending on the distance members of the head table must walk, the situation might warrant some travelling music by the band. The key is to be sure there is always something happening so it doesn't appear that things are getting bogged down.

### Calling the Mess to Order

Immediately following the sounding of ruffles and fourishes, the president raps the gavel once to call the mess to order. The president should then direct the color guard to post the colors. The color guard marches into the dining room and posts the colors. The National Anthem is then played or sung. If the colors are in place, the National Anthem is played or sung immediately following the president's call to order. A bugler may sound "To the Colors" in place of the National Anthem.

The manner in which the colors are posted and the National Anthem is played sets the tone for the entire evening. Again, if the distance the color guard must travel

to post the colors is unduly long, travelling music in the form of a very soft drum roll might be appropriate. Whatever you choose, do it professionally, with ceremony and distinction! Keep it simple, to enhance the decorum of the moment.

Following the National Anthem, the color guard departs the room. Since protocol does not dictate the colors, once posted, be retired, some commanders elect to dismiss the color guard at this time.

After the color guard departs, the president asks the chaplain or an appointed member of the mess to deliver the invocation. After the invocation, the members of the mess remain standing for toasts or are seated if there is to be any kind of a ceremony prior to the toasting.

#### Wine Pouring Ceremony

If a wine pouring ceremony is observed, members of the mess and guests are seated immediately following the invocation. The president removes the stopper from the decanter placed before him or her and the senior officer at each table does the same thing, following the president's lead. Decanters are passed from hand to hand to the right, with each member filling his or her glass. Decanters never touch the table until all glasses have been filled and the president replaces the stopper and places his table's decanter on the table. Catering personnel should be ready to replace empty decanters and fill the water goblets of those who prefer not to drink wine. According to the traditions of Commonwealth nations, only port wine is used for toasting and another wine is used as the dinner wine. The choice of wines is the commander's prerogative.

When all glasses have been charged and the president has replaced the decanter on the table, all members of the mess and guests rise for toasts.

#### Other Ceremonies

Other ceremonies may be used to open the mess or in conjunction with the opening of the mess. Many of these may be command unique or a tradition of the wing or unit.

When and if a ceremony is performed, it should be done with decorum. A poorly done ceremony or one which is not tastefully accomplished will detract from the



success of the evening. Keep all ceremonies simple and well rehearsed.

### Toasting

The custom of toasting is universal. Today, it is a simple courtesy to the person being honored. Toasts should be proposed in sequence and at intervals during the evening's program.

It is not necessary or proper to drain the glass at the completion of each toast. A mere touch of the glass to the lips satisfies the ceremonial requirements.<sup>1</sup>

The president proposes the first toast(s). If a toast to the colors is done, it is always the first toast.

The second toast, in order of precedence, is to the heads of state of the allied nations represented. The toasts are made in the order of rank of the allied military members present.<sup>2</sup> Consult the installation protocol office or the individual allied officers for the proper terminology to be used in toasting their heads of state.

After the president of the mess has toasted the head of each allied nation represented, the senior allied officer proposes a toast to the President of the United States. If no allied nations are represented, the president of the mess proposes this toast.

Following the president's or senior allied officer's toasts, Mister or Madam Vice proposes a toast to the Air Force Chief of Staff at the direction of the president of the mess. If officers of other United States services are present, Mister or Madam Vice should first propose a toast to each respective Chief of Staff or Commandant in the order of their founding.<sup>3</sup> The senior ranking officer representing a sister service would then propose the toast to the Air Force Chief of Staff.

At some locations, there may be a number of allied officers present. In this case, it is appropriate to collectively propose a toast to the heads of state of all allied nations represented.

Toast should be planned and approved in advance by the president of the mess.

Any modifications to the toasting scenario should be completed and confirmed well ahead of the scheduled event.

Following the formal toasts, the president seats the mess with one rap of the gavel.

Informal toasts are also an important part of the occasion. They should be humorous, yet in good taste. It may be advisable to "plant" some impromptu toasts to set the tone of the evening. Remember, however, excessive toasting can make for a long evening, can cause the schedule to run behind and dampen the enthusiasm of members of the mess.

#### President's Opening Remarks

Besides setting the tone for the evening, the president's remarks provide the opportunity to officially welcome guests. After the head table is introduced, the president should either personally introduce the remaining guests or poll the host officers. When all guests have been recognized, Mister or Madam Vice proposes a toast to the guests. Members of the mess stand, guests remain seated. The response to this and all future toasts is "Hear, hear!"

The president then seats the mess and invites the members to eat.

#### Dinner

The first course may be placed on the table while the mess assembles in the cocktail lounge. However, soup should be hot (or cold) and salads should not be wilted. Consider the capabilities of the club and the desires of the president.

Courses are always served to the head table first. At other tables, the highest ranking persons are served first. Although this means junior members are served last, Mister or Madam Vice should be served immediately after the head table. Toasts requested by the mess during dinner and related activities will take up so much of the vice president's time that he or she simply won't have a chance to eat unless served early.

The president always has the option to limit toasts in order to keep the evening on schedule or to permit members to eat uninterrupted.

Before serving the entree, the president may wish to add some humor to the meal by asking Mister or Madam Vice to sample the meal to make sure it is fit for consumption by members of the mess. The vice president may compose an ode or poem to the meal. There are numerous variations that are best left to the imagination of the planning committee and the dictates of the president.

#### Lighting of the Smoking Lamp

When most persons are finished with the main course, the president lights the smoking lamp. The president may do so by lighting a cigar or cigarette, or by directing Mister or Madam Vice to light a lamp or make an appropriate announcement. Again, this tradition offers the opportunity to inject some humor into the evening's events.

#### The Grog Bowl

Although the grog bowl has been used by most organizations, it is not required. However, without a grog bowl, some other means of punishment for infractions should be considered.

The contents of the grog bowl are best left to the imagination of the planning committee. However, the contents should be non-alcoholic so as not to dampen the spirits and participation of those individuals who, for religious or personal reasons, do not consume alcoholic beverages.

Some organizations have successfully used a "grog mixing ceremony" where the individual contents of the grog are combined along with a humorous narrative by Mister or Madam Vice.

At various points during the evening, a member may be sent to the grog bowl as punishment for violating the rules of the mess, such as:

- a. Arriving late at the cocktail lounge.
- b. Carrying a drink into the dining room.
- c. Smoking in the dining room before the smoking lamp is lit.
- d. Wearing the cummerbund inverted.
- e. Wearing an ill-fitting or discolored mess jacket.
- f. Toasting with an uncharged glass.

- g. Starting a course before the president.
- h. Applauding a particularly witty, sarcastic, or succinct toast (unless following the example of the president).
- i. Discussing business, referred to as "opening the hangar doors."
- j. Talking while another person has the floor.
- k. Caviling.
- l. Departing the mess prior to dismissal by the president.

Certain members of the mess seem to be frequent violators, such as Mister or Madam Vice. It is not uncommon for the president and the guest speaker to be charged with at least one violation. If the president must leave his or her position at the head table, he or she must appoint another individual to assume his or her position.

Infractions warranting a trip to the grog bowl may be noted at any time by the president, vice president, or any member of the mess. Members bring infractions to the attention of the president by raising a Point of Order. If the validity of the charge is questioned, members vote by tapping their spoons on the table.

When the president directs a violator to the grog bowl, the individual proceeds to the bowl promptly. The bowl is usually located on or near Mister or Madam Vice's table.

Upon arriving at the grog bowl, the violator follows a predetermined scenario to properly perform his or her penance. A suggested scenario is included in the attachments.

### **Recess**

At a scheduled time for recess, the president raps the gavel three times to gain attention. When the mess is silent, the president announces a short recess and raps the gavel twice so the dishes may be cleared and dessert served. Members stand by their places until the head table departs. Everyone then proceeds to the cocktail lounge where the bars have reopened.

If the meal has several courses, recesses may be called after each course. The size of your dining-in and time constraints may restrict you from including this in your agenda.

### **Reconvening the Mess**

At the end of the recess, Mister or Madam Vice sounds the chimes and directs everyone to proceed to the dining room. Traditionally, lighted smoking materials and drinks should not be brought into the dining room following the recess.

When members reach their places, they stand directly behind their chairs. The president then leads the head table party into the dining room. The president seats the mess with one rap of the gavel. Coffee and tea are immediately served and dessert is eaten. When this course is completed, the president lights the smoking lamp as desired.

### **Recognition and Awards**

If individual and unit achievements are to be recognized, an appropriate time would be after the dessert. Any presentation or ceremony should be pre-planned and rehearsed. A toast to those recognized would be appropriate at this time.

### **Scheduled Entertainment**

After any recognitions or presentations, scheduled entertainment is introduced by the president or Mister or Madam Vice, if so designated. All entertainment should be prearranged and any requirements fulfilled ahead of time.

On rare occasions, the entertainment has been scheduled as the final event of the dining-in. You must be absolutely positive you won't insult your guest speaker by changing the scenario.

### **Guest Speaker's Address**

After all other scheduled activities, the president introduces the guest speaker. Traditionally, the speaker's address is the highlight of the evening and no other events should take place after the speech.<sup>4</sup>

After the speaker's address, the president of the mess thanks the speaker for his or her time and thoughts, and presents the memento to him or her on behalf of the members of the mess. The president then asks Mister or Madam Vice to propose an appropriate toast to the guest speaker.

### Closing the Mess

After the toast to the guest speaker, the president should recognize those who organized the dining-in and thank Mister or Madam Vice. If desired, the colors may be retired by the color guard. If post-dinner entertainment is planned, the president encourages everyone to stay and enjoy themselves. The president then adjourns the mess with two raps of the gavel.

After the mess is adjourned, members should remain at the dining-in until the guest of honor and the president have left. If there is to be an extensive delay in leaving, the president may allow members to leave at their discretion. Some unobtrusive signal, such as casing the unit flag, would be an appropriate means of notifying members that the evening's activities are over.

Traditionally, Mister or Madam Vice is the last member to leave the dining-in.

### **Post-Dinner Entertainment**

There should be a definite break between the formal and informal part of a dining-in. Post-dinner entertainment depends on the imagination of the sponsoring unit. The project officer and Mister or Madam Vice must work within the guidelines set by the president. Detailed information concerning post-dinner entertainment is beyond the scope of this pamphlet.

### **A Final Word**

A dining-in should be designed so members of an organization can have a good time together as a unit. Any skits or entertainment included in the evening should be brief and done with class. The intent is to add to the evening, not detract from it. The decorations, ceremony, humor, and wit should be done in such a manner as to make the evening a memorable event.

As one general officer advised on conducting a dining-in, "Do it with class, keep to the schedule, and have fun."

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## FOOTNOTES

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### CHAPTER FOUR

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## **Attachment 1**

### **PLANNING GUIDE**

<b><u>DAY</u></b>	<b><u>WHO</u></b>	<b><u>ACTION</u></b>
D-89	President	Select tentative date and location.
D-89	President	Appoint and brief the project officer.
D-89	Project Officer	Informally check on availability of proposed guest speaker and alternate/s.
D-88	President	Select desired guest speaker and alternate.
D-80	Project Officer	Prepare letter of invitation to the guest speaker.
D-65	President	Select firm date and location.
D-64	Project Officer	Notify Officers' Open Mess, Transportation, and Security Police of scheduled function via letter.
D-64	Project Officer	Notify Billeting of scheduled function and tentatively block rooms for expected overnight guests.
D-60	Project Officer	Determine musical requirements and contact appropriate band personnel.
D-55	President	Determine attendance requirements.
D-55	President	Set budget ceiling.
D-45	Project Officer	Select menu and wine. Enter contract with caterer with provisions for payment.
D-45	Project Officer	Establish tentative per capita costs.

D-45	Project Officer	Prepare and distribute flyer to members of the mess.
D-45	Project Officer	Order invitations and place cards.
D-45	President	Appoint and brief the vice president of the mess.
D-40	Members of the Mess	Submit names of desired personal guests.
D-40	Project Officer	Prepare program. Print one per person plus 10% extra.
D-35	President	Approve proposed list of official and personal guests.
D-30	Project Officer	Select and order guest speaker's memento.
D-30	President	Invite or appoint the chaplain.
D-21	Project Officer	Prepare and send formal invitations to all guests.
D-20	Project Officer	Arrange for color guard and other personnel involved in ceremonial activities.
D-15	Project Officer	From responses, RSVP's, compile final guest list.
D-15	President	Approve host officers.
D-15	Project Officer	Reserve quarters for overnight guests.
D-15	Project Officer	Arrange for photographer.
D-15	Project Officer	Order flowers.

D-10	Project Officer	Determine firm attendance figures and notify caterer.
D-10	Project Officer	Ensure public address system is available.
D-5	Project Officer	Finalize table and seating arrangements.
D-3	Project Officer	Gather accouterments of the mess (gavel, grog bowl, chimes, smoking lamp, etc.).
D-3	Project Officer	Prepare seating chart.
D-2	Project Officer	Notify Security Police of expected civilian guests and reserve distinguished visitor (DV) parking.
D-8 Hrs	Project Officer	Perform on-site inspection.
D-2 Hrs	Project Officer	Position place cards and programs.
D-30 Min	Project Officer	Make final check of lounge and dining area.
D Hour	Vice President	Open lounge at scheduled time and sound dinner chimes when appropriate.
D+1	Project Officer	Remove accouterments of the mess.
D+1	Project Officer	Prepare letter of appreciation to the guest speaker and others as required.
D+2	Project	Prepare after action report.

## **Attachment 2**

### **SAMPLE SCRIPT**

**Mr/Madam Vice - 1820 -** Sounds the dinner chimes.

**"Ladies and gentlemen, please take your places in the dining room."**

Everyone proceeds to their table and remains standing behind their chairs. (No drinks should be brought into the dining room. Smoking lamp is out.) Mr/Madam Vice proceeds to his or her place. Head table members assemble in the lounge for entry.

Once members of the head table are ready:

**"Ladies and gentlemen, the distinguished members of the head table."**

Members of the mess come to attention and the head table enters.

**President**

Raps the gavel once.

**"The mess will come to order."**

Color guard presents and posts the colors.

National anthem.

**"Chaplain \_\_\_\_\_, will you give the invocation, please."**

**Chaplain**

Gives the invocation.

**President** "Ladies and gentlemen, a toast to the colors."

**Members** "To the colors."

If allied military members are present, toasts to their respective heads of state are made at this time.

**President** "Ladies and gentlemen, a toast to our Commander-in-Chief, the President of the United States."

**Members** "To the President."

If other services are present, toasts to their Chiefs are made at this time.

**President** "Mr/Madam Vice."

**Mr/Madam Vice** "Yes, Sir/Madam."

**President** "A toast to the Chief of Staff."

**Mr/Madam Vice** "Yes, Sir/Madam. Ladies and gentlemen I propose a toast to the Chief of Staff, United States Air Force."

**Members** "To the Chief of Staff."

**President** "Ladies and gentlemen, please be seated."

Opening remarks and an introduction of the head table are appropriate at this time. Members of the mess should be polled if their are guests seated with members of the mess. Escort officers should introduce their guests.



**President** "Mr/Madam Vice, a toast to our distinguished guests."

**Mr/Madam Vice** "To our distinguished guests."

**Members of the Mess** "Hear, hear."

Citations of violators of rules of the mess are appropriate at this time. Mr/Madam Vice ensures this period is brief and above all, appropriate for the occasion.

#### **MAIN COURSE IS SERVED**

At the conclusion of the main course:

**President** "Mr/Madam Vice, light the smoking lamp."

**Mr/Madam Vice** "Sir/Madam, the smoking lamp is lit."

**President** Raps the gavel twice.

"Ladies and gentlemen, the mess will recess until \_\_\_\_\_."

#### **DISHES ARE CLEARED AWAY AND DESSERT AND FRESH WINE ARE SET**

**Mr/Madam Vice** Announces assemble of the mess.

**President** Raps the gavel once.

"The mess will now come to order."

Scheduled formal entertainment and awards ceremonies are presented at this time.

**President** Introduces guest speaker.

<b>Speaker</b>	<b>Addresses assembly.</b>
<b>President</b>	<b>Makes brief remarks.</b>
	<b>"Mr/Madam Vice, a toast to our distinguished speaker."</b>
<b>Mr/Madam Vice</b>	<b>"To our distinguished speaker."</b>
<b>Members</b>	<b>"Hear, hear"</b>
<b>President</b>	<b>Makes closing remarks.</b>
	<b>Has the color guard retire the colors. (Optional)</b>
	<b>"The mess is adjourned."</b>
	<b>Raps gavel twice.</b>
	<b>Lounges are opened and informal activites begin.</b>

### **Attachment 3**

#### **SAMPLE AGENDA**

- 1800 Lounge opens for refreshments. Host officers in place. Members and guests begin arriving.**
- 1825 Mr/Madam Vice rings the dinner chimes. Cocktail period ends. Lounge closes. Members and guests assemble in dining room.**
- 1830 Mess is formally opened by the president.**
- 1832 Colors are posted.**
- 1834 Invocation by the chaplain.**
- 1836 Formal toasting.**
- 1839 President seats the mess. Welcoming remarks are made. Members of the head table are introduced. (Guest speaker is introduced last). President polls the mess for introductions of other guests.**
- 1842 Toast by Mr/Madam Vice to the guests.**
- 1844 President seats the mess. Dinner is served.**
- 1930 Mess is recessed. Lounge is opened.**
- 1945 Mess is reconvened.**
- 1946 Awards/entertainment program.**
- 2000 Introduction of guest speaker and guest speaker's address.**
- 2020 President thanks the guest speaker.**
- 2021 Toast to the guest speaker.**

**2023** Closing remarks by the president.

**2025** President retires the colors (optional).

**2028** President adjourns the mess and invites members of the mess and guests to join any scheduled informal activities. Lounge is opened.

## **Attachment 4**

### **SUGGESTED PAGES FOR A PROGRAM**

1. Cover - Should be a distinct, preferably different color and texture page, easily identifiable from the rest of the pages. The use of professional graphics and lettering can dress up the cover sheet. Originality with discretion is encouraged.
2. Command Representation - Contains the names and positions of senior officers of the hosting organization as well as other organizations represented at the function.
3. History - An abbreviated history of the dining-in amplifies the significance of the function.
4. Traditions and Ceremonies - Describes any unit traditions or ceremonies which will take place during the dining-in.
5. Agenda - Includes an abbreviated scheduled sequence of events.
6. Biographies - Includes the guest speaker, the President of the mess, and possibly Mr/Madam Vice.
7. Menu
8. Rules of the Mess
9. Rules of the Grog Bowl
10. Toasts - A list of formal toasts with proper responses for the members of the mess.

## **Attachment 5**

### **SAMPLE "FLYER" TO MEMBERS OF THE MESS**

**(Appropriate Letterhead)**

**(Functional Address Symbol)**

**(Date)**

**Annual Dining-In**

**All Assinged Officers**

1. We will hold our annual Dining-In on the 17th of May at the Officers' Open Mess. The guest speaker will be General \_\_\_\_\_, commander of the \_\_\_\_\_

2. We estimate the cost per person will be \$15. For dinner we will have garden salad, roast prime rib of beef, cheese stuffed potato, broccoli with lemon and butter sauce, creme de menthe parfait, coffee or tea, rolls and butter, and wine. Mess dress will be the attire.

3. The cocktail hour will begin at 1900. The formal activities will conclude at 2230, with entertainment to follow. I would like to see all officers in attendance, except of course those on leave, TDY, or required to be on duty.

4. I have appointed an officer in each division to act as point of contact for reservations. This officer will be contacting you soon, and can answer any additional questions you might have. Please sign up as soon as possible, but not later than the 10th of May.

5. The evening promises good food and fellowship, and I look forward to seeing you there.

**(Appropriate Signature Element)**

**Commander**

**NOTE:** If you desire, a less formal "flyer" with artwork, special lettering, and so forth, may be used instead of an "official" letter.

## Attachment 6

### SAMPLE LETTER OF INVITATION TO THE GUEST SPEAKER

(Appropriate Letterhead)

(Appropriate Address Element)

(Date)

Dear General \_\_\_\_\_

On behalf of the men and women of the Air Force Military Personnel Center, I would like to extend you an invitation to speak at our annual Dining-In at 1800, Saturday, 17 May 1986. We anticipate approximately 300 attendees.

While most of our officers are now in personnel positions, many of them came from the operations side of the house, and practically all functional areas will be represented. We are particularly concerned that the Air Force has the very best people it can possibly get to carry out its mission. We would very much appreciate your thoughts on how we can best build and maintain a quality force, or a related topic of your choosing. We have tentatively scheduled 15 minutes for your presentation. Once the evening's agenda is finalized, I will send you a copy.

I hope your schedule will permit you to be with us.

Respectfully

(Appropriate Signature Element)  
Commander



**Attachment 7**

**SAMPLE LETTER OF APPRECIATION TO THE GUEST SPEAKER**

**(Appropriate Letterhead)**

**(Appropriate Address Element)**

**(Date)**

**Dear General \_\_\_\_\_**

**We very much appreciated your taking the time from your busy schedule to be with us for our annual Dining-In on 17 May. Your comments were indeed thought-provoking and gave us the perspective we needed to work the tough personnel issues we face.**

**I know I speak for each and every officer in attendance in saying your presentation was truly the highlight of the evening. Again, thanks for helping to make this one of the best Dinings-In we have ever had.**

**Respectfully**

**(Appropriate Signature Element)**

**Commander**

## **Attachment 8**

### **SUGGESTED RULES OF THE MESS**

The following is a list of rules under which the mess may be conducted. They are designed to conform to tradition and promote levity. Violators of these rules are subject to the wrath and mischievousness of Mister or Madam Vice. All assigned penalties will be carried out before the membership.

1. Thou shalt arrive within 10 minutes of the appointed hour.
2. Thou shalt make every effort to meet all guests.
3. Thou shalt move to the mess when thee hears the chimes and remain standing until seated by the President.
4. Thou shalt not bring cocktails or lighted smoking material into the mess.
5. Thou shalt smoke only when the smoking lamp is lit.
6. Thou shalt not leave the mess whilst convened. Military protocol overrides all calls of nature.
7. Thou shalt participate in all toasts unless thyself or thy group is honored with a toast.
8. Thou shalt ensure that thy glass is always charged when toasting.
9. Thou shalt keep toasts and comments within the limits of good taste and mutual respect. Degrading or insulting remarks will be frowned upon by the membership. However, good natured needling is encouraged.
10. Thou shalt not murder the Queen's English.
11. Thou shalt not open the hangar doors.

12. Thou shalt always use the proper toasting procedure.
13. Thou shalt fall into disrepute with thy peers if the pleats of thy cummerbund are not properly faced.
14. Thou shalt also be painfully regarded if thy clip-on bow tie rides at an obvious list. Thou shalt be forgiven, however, if thee also ride at a comparable list.
15. Thou shalt consume thy meal in a manner becoming gentlepersons.
16. Thou shalt not laugh at ridiculously funny comments unless the President first shows approval by laughing.
17. Thou shalt express thy approval by tapping thy spoon on the table. Clapping of thy hands will not be tolerated.
18. Thou shalt not question the decisions of the President.
19. When the mess adjourns, thou shalt rise and wait for the President and guests to leave.
20. Thou shalt enjoy thyself to thy fullest.

These rules are only a guide. Commanders and project officers are encouraged to establish local rules of the mess as long as they remain within the decorum of the occasion.

## **Attachment 9**

### **SUGGESTED RULES OF THE GROG BOWL**

At various points during the evening, a member may be sent to the grog bowl as punishment for violating the rules of the mess.

Certain members of the mess seem to be frequent violators, such as Mr/Madam Vice. It is not uncommon for the President and the guest speaker to be charged with at least one violation. If the President must leave his or her position at the head table, he or she must appoint another individual to assume his or her position.

Infractions warranting a trip to the "grog bowl" may be noted at any time by the President, Mr/Madam Vice, or any member of the mess. Members bring infractions to the attention of the President by raising a Point of Order. If the validity of the charge is questioned, members vote by tapping their spoons on the table.

When the President directs a violator to the "grog bowl," the individual proceeds to the bowl promptly. The bowl is usually located on Mr/Madam Vice's table or adjacent to it.

Upon arriving at the "grog bowl," the violator does the following:

- a. Salutes the President of the Mess.
- b. Turns to the bowl and fills the cup.
- c. Toasts the mess.
- d. Drains the contents of the cup without removing it from the lips.
- e. Holds the cup upside down over his or her head momentarily.
- f. Replaces the cup.
- g. Salutes the President of the mess and returns to his or her seat.

With the exception of the toast, "To the Mess," the violator is not permitted to speak during the process.

Keep in mind these suggested rules should be used as a guide. It is entirely appropriate to establish local traditions and formalize your own "rules of the grog."

**Attachment 10**

**SAMPLE MENU**

**Fruit Cup with Poppyseed Dressing**

**Spinach Salad**

**Roast Prime Rib of Beef Au Jus (12 oz)**

**Stuffed Baked Potato with Cheese**

**Rolls and Butter**

**Tea or Coffee**

**Wine**

**Chocolate Mint Pie**

**After Dinner Mints**

## **Attachment 11**

### **SAMPLE TOASTS**

#### **HONORED GUEST SPEAKER**

Most honored guest  
Your words of wisdom we did hear  
And if your footsteps we can follow  
This Air Force, this Nation of ours  
Will have nothing to fear.  
"To our honored guest"

We're glad that you have been our guest  
And hope you feel the same  
Your wisdom, be sure, we will embrace,  
But for your wit, you must take the blame.  
"To our guest speaker"

**RESPONSE: Hear! Hear!**

#### **GUESTS**

To our guests from far and wide  
Accept our friendship, joy and pride  
Join our laughter, enjoy our wine  
And may your futures ever shine.  
"To our guests"

**RESPONSE: Hear! Hear!**

**TO ALL MEMBERS (UNITS)**

To you who join our \_\_\_\_\_ crowd  
We sing praises long and loud  
Let's take our cups and drink good cheer  
One and all, we're glad you're here.

**RESPONSE: Hear! Hear!**



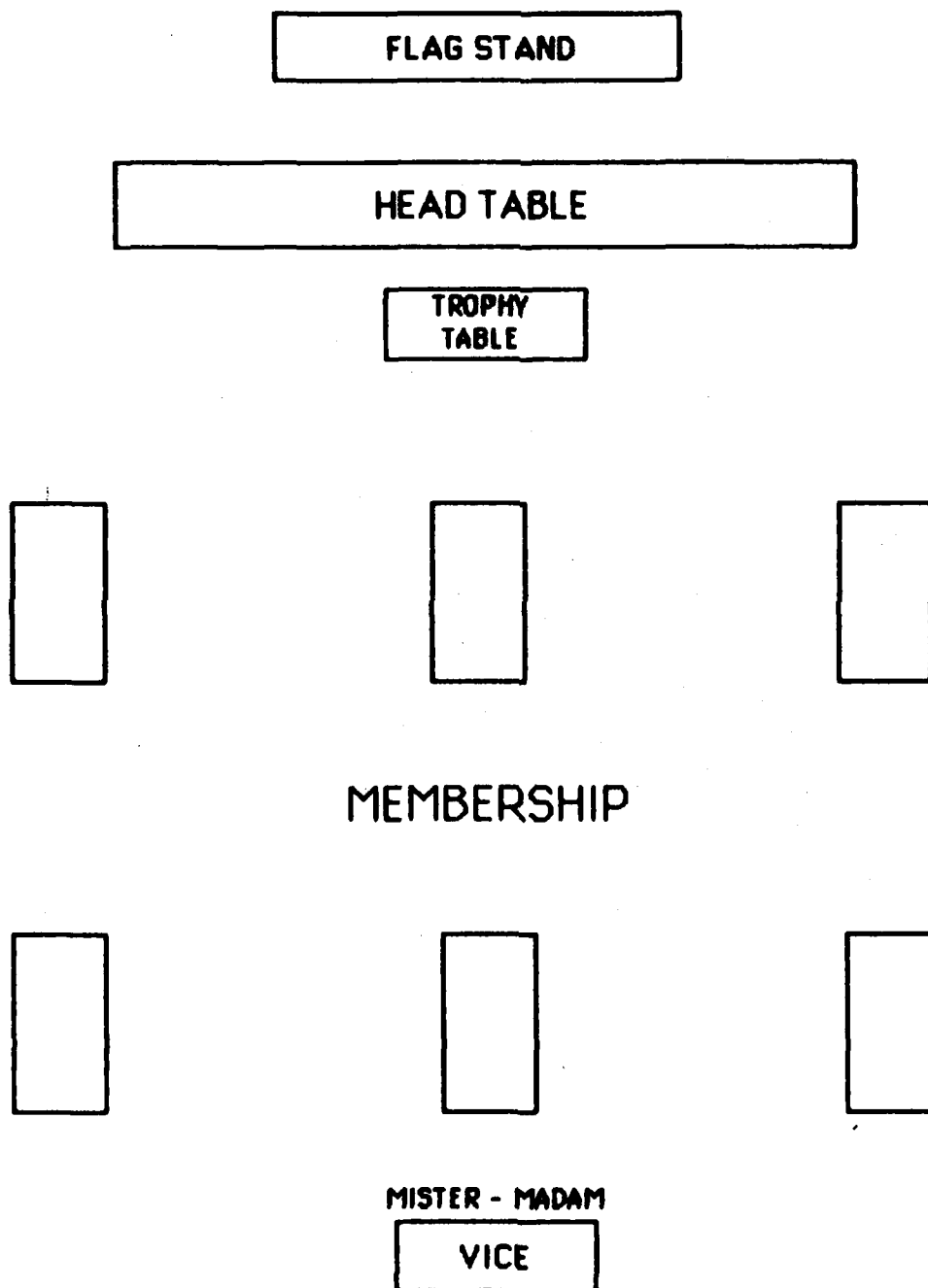
## **Attachment 12**

### **SAMPLE FOREIGN TOASTS**

<b>Canada</b>	<b>Toast: To Her Majesty the Queen. Response: To Her Majesty.</b>
<b>Denmark</b>	<b>Toast: To Her Majesty, the Queen of Denmark. Response: To Her Majesty.</b>
<b>Egypt</b>	<b>Toast: To His Excellency, the President of the Arab Republic of Egypt. Response: To His Excellency.</b>
<b>Germany</b>	<b>Toast: To His Excellency, the President of the Federal Republic of Germany. Response: To His Excellency.</b>
<b>Japan</b>	<b>Toast: To His Imperial Majesty, the Emperor of Japan. Response: To the Emperor.</b>
<b>Korea</b>	<b>Toast: To the President of the Republic of Korea. Response: To the President.</b>
<b>Philippines</b>	<b>Toast: To the President of the Philippines. Response: To the President.</b>
<b>Saudi Arabia</b>	<b>Toast: To His Majesty, the King of Saudi Arabia. Response: To His Majesty.</b>
<b>United Kingdom</b>	<b>Toast: To Her Majesty Queen Elizabeth II. Response: To Her Majesty.</b>
<b>United States</b>	<b>Toast: To the President of the United States of America. Response: To the President.</b>

**Attachment 13**

**SAMPLE SEATING ARRANGEMENT**



## **Attachment 14**

### **SITE INSPECTION CHECKLIST**

**Does the speaker system and microphone work properly?**

**Is there a spare bulb for the rostrum light?**

**Are the flags and other decorations properly displayed?**

**Is there a gavel and board at the president's place?**

**Is there a microphone at the president's place?**

**Are dinner chimes and a microphone at Mister or Madam Vice's table?**

**Are pencils and pads available for each member of the head table and for Mister or Madam Vice?**

**Are the grog bowl and cups in place?**

**Has the grog been mixed or are the ingredients ready?**

**If awards are to be presented, are they in place?**

**If organizational trophies are to be displayed, are they in place?**

**Is the seating chart displayed in a convenient location?**

**Are parking areas marked off for distinguished guests?**

**Is everything according to plan?**

**(Add other items as necessary)**

## Attachment 15

### OFFICIAL DOCUMENTS AS SUGGESTED REFERENCES

Air Force Regulation 7-4, Social Protocol Stationery, 25 Apr 85.

Air Force Regulation 11-7, Air Force Relations with Congress, 22 Dec 83.

Air Force Regulation 35-10, Dress and Personal Appearance of Air Force Personnel, 15 Sep 83.

Air Force Regulation 35-54, Rank, Precedence, and Command, 15 Sep 81.

Air Force Regulation 182-2, Postal, Small Parcel, and Distribution Management, 28 May 82.

Air Force Regulation 190-1, Public Affairs Policies and Procedures, 16 Feb 82.

Air Force Regulation 215-11, Air Force Open Mess Program, 20 Jun 85.

Air Force Regulation 900-3, Department of the Air Force Seal, Organizational Emblems, Use and Display of Flags, Guidons, Streamers, and Automobile and Aircraft Plates, 20 Mar 85.

Air Force Regulation 900-6, Honors and Ceremonies Accorded Distinguished Persons, 8 Dec 65.

Air Force Pamphlet 900-1, Guide to Air Force Protocol, 30 Jan 76.

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